



King County
EMPLOYEE AND LABOR RELATIONS REPRESENTATIVE
PUBLIC HEALTH – SEATTLE & KING COUNTY
ADMINISTRATIVE DIVISION/HUMAN RESOURCES
Annual Salary Range \$64,916 - \$82,285
Job Announcement: 05RL5710
OPEN: 12/14/05 CLOSE: 12/28/05

WHO MAY APPLY: This Term Limited Temporary position is open to all qualified applicants

WHERE TO APPLY: Required forms and materials **must** be sent to: **Employment Services, 999 3rd Avenue, Suite 600, Seattle, WA 98104** or fax to **(206) 205-5430**. Applications materials must be received by 5:00 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Don Moritz at (206) 296-4845 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: [A King County application form, data sheet](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

WORK LOCATION: Wells Fargo Center, 999 Third Avenue, Suite 600, Seattle, WA 98104

WORK SCHEDULE: This Term Limited Temporary position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The work week is normally Monday through Friday.

PRIMARY JOB FUNCTIONS INCLUDE:

- Represent the Community Health Services Division and possibly other Public Health Divisions at all stages of grievance hearings; develop and communicate grievance responses as designated; may conduct final step grievance hearings.
- Provide advice to managers and supervisors and recommend appropriate disciplinary and corrective actions in accordance with labor laws and contract provisions.
- Coordinate the Community Health Services Division's employment related litigation matters by conducting research, providing professional advice and consulting with the Prosecuting Attorney's Office and management staff as necessary to develop strategies.
- Conduct complex investigations; write investigative reports; and present findings and recommendations to Public Health management and the Prosecuting Attorney's Office.
- Coordinate the development of settlement options in collaboration with the Human Resources Division, the Prosecuting Attorney's Office, and Public Health's management staff and negotiate settlements as authorized.
- Provide critical information to management on the interpretation and administration of labor contracts, personnel policies and procedures, and other applicable rules, regulations and laws.
- Facilitate the resolution of employee relations issues and problems.
- Coordinate the development of labor strategies, interests and policies for Public Health.

QUALIFICATIONS:

- Knowledge of the principles and practices of collective bargaining
- Knowledge of Washington's Public Employee Labor Relations Commission (PERC) rules, regulations and processes
- Knowledge of grievance, arbitration and mediation processes
- Knowledge of human resources principles, practices, current legal environment and trends
- Knowledge of employment practices laws and regulations
- Excellent oral and written communications skills
- Presentation, facilitation and consensus building skills
- Analytical, planning and organizational skills
- Negotiation, problem solving, and conflict resolution skills
- Decision-making skills
- Skill in communicating interests and acting as a representative
- Skill in interpreting contracts, regulations and laws
- Ability to handle multiple competing priorities
- Ability to handle sensitive situations with tact and diplomacy
- Ability to build consensus among a diverse individuals with varying opinions
- Ability to work with a variety of individuals from diverse backgrounds
- Ability to identify and resolve employee issues
- Ability to make decisions using appropriate methods for dealing with employees on sensitive and potentially litigious issues.

DESIRED QUALIFICATIONS:

- Experience working in the public sector highly desirable.

NECESSARY SPECIAL REQUIREMENTS:

- The selected candidate must pass a thorough background investigation.
- Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law
- Employees are required to adhere to OSHA/WISHA guidelines including but not limited to completing their mandatory trainings on time.

UNION MEMBERSHIP: N/A

CLASS CODE: 8917

SEQUENCE NUMBER: 9398